

CHECKLIST FOR TRANSMITTING RECORDS TO THE AGENCY ARCHIVES

1. Identify the historical records you want to send to the Agency Archives.
2. Prepare in triplicate, Form _____, Archives Transmittal Request.
3. Sign all 3 copies of Form _____ and send them to your Directorate Archivist.
4. Your Directorate Archivist will check the form for completeness of description and value of records. He will then forward the form to the Agency Archives.
5. The Archives will verify the historical value of the records, assign a transmittal number to the form and return one copy to you via your Directorate Archivist.
6. Package records in the same order as they were kept in your office.
NOTE: Top Secret and other special classifications require special handling; see your Directorate Archivist.
7. Prepare original and two copies of Form _____, Inventory of Records.
8. Put original and one copy of Form _____, Inventory of Records, in a sealed envelope and tape it to the first box of records.
9. Call your Directorate Archivist when you are ready to send the boxes of records to the Archives. (Ten boxes or less can be placed in regular or outgoing mail; your Directorate Archivist will make arrangements for more than 10 boxes.)
10. Keep your copy of Form _____, Archives Transmittal Request, and Form _____, Inventory of Records.
11. Refer to the Agency Records Management Handbook for detailed instructions.
12. Contact your Directorate Archivist for special problems.
13. Contact the Chief, Agency Archives, if your Directorate Archivist is not available.

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